

INCLUDED WITH THE COMPLETE STRATEGY



# Ofsted-Ready Evidence Pack

Comprehensive Compliance Documentation & Strategic Evidence

## Greenwood Academy

Academic Year 2024/25 | Data Period: Sep 2024 – May 2025

847 Students | Years 7–11 | Prepared: May 2025

**ATTENDTRACK**

# 1 Ofsted Readiness Assessment

**91.8%**

OVERALL ATTENDANCE

Above national (91.4%)

**24.1%**

PERSISTENT ABSENCE

Above national (21.2%)

**Amber**

READINESS STATUS

Improvement plan active

From November 2025, Ofsted grades "Attendance and Behaviour" as a standalone judgement area. Schools need clear evidence of:

REQUIREMENT	EVIDENCE AVAILABLE	STATUS
Knowledge of attendance patterns	Full data analysis completed	✓ STRONG
Understanding of absence reasons	DfE code analysis, cohort breakdowns	✓ STRONG
Targeted intervention strategies	Action plans in place for all risk groups	✓ STRONG
Impact monitoring	Tracking template active, review dates set	⚠ DEVELOPING
Vulnerable group analysis	PP, SEND, EAL, EBSA breakdowns complete	✓ STRONG
Governance oversight	Governor briefing and scrutiny questions ready	✓ STRONG

*This narrative is designed to be used by the Headteacher or Attendance Lead when discussing attendance with inspectors.*

## Our Attendance Picture

Greenwood Academy serves 847 students across Years 7–11. Our overall attendance is 91.8%, which is marginally above the national average of 91.4%. However, we recognised that our persistent absence rate of 24.1% was above the national average of 21.2%, and we took proactive steps to understand and address this.

## What We Found

We commissioned an independent attendance analysis which revealed that our PA issue is primarily concentrated in Year 9 (31% PA rate) and is linked to a systemic Monday absence pattern. The analysis also identified 12 students approaching the PA threshold who were not yet on our radar, and 6 students whose patterns warranted safeguarding review.

## What We Did

We implemented a comprehensive 90-day action plan with three key strands: (1) a Year 9 Monday intervention programme with named keyworkers for every high-risk student, (2) an early warning system for students approaching the PA threshold, and (3) a whole-school Monday morning first-day response protocol. Every high-risk student has a named pastoral contact, and we conduct fortnightly progress reviews.

## Impact So Far

Monday attendance has improved by 2.3% since the programme launched. Three of the 12 near-PA students have returned to regular attendance. We have clear governance oversight through termly reporting and a set of scrutiny questions.

## What's Next

We have a 6-week follow-up review scheduled to assess progress and adjust strategies. Our target is to reduce the PA rate to 22% by the end of Autumn 2025.

## Pupil Premium / Free School Meals

METRIC	PP/FSM (312)	NON-PP (535)	GAP	NATIONAL GAP
Attendance	88.7%	93.8%	-5.1%	-4.2%
PA Rate	32.4%	19.3%	+13.1%	+10.8%

**Action:** Dedicated PP attendance champion appointed. Breakfast club, transport support, and removal of financial barriers. Weekly PP attendance data review.

## SEND

METRIC	SEND (94)	NON-SEND (753)	GAP
Attendance	89.4%	92.1%	-2.7%
PA Rate	28.7%	23.2%	+5.5%

**Action:** SENCO review of all SEND students below 85%. Reasonable adjustments audit. EBSA screening for 18 flagged students.

## EAL

METRIC	EAL (67)	NON-EAL (780)	GAP
Attendance	91.2%	91.9%	-0.7%

**Action:** Broadly in line. Monitoring cultural calendar absences. Home-language communications.

## Intervention Evidence Log

Evidence of proactive intervention strategies, timelines, and outcomes.

INTERVENTION	START DATE	TARGET GROUP	STATUS	EARLY OUTCOME
Monday Morning Protocol	12 May 2025	Whole school (PA list)	ACTIVE	Monday att. +2.3%
Year 9 Attendance Programme	19 May 2025	42 Year 9 PA students	ACTIVE	5 students improving
Individual Attendance Plans	12 May 2025	38 high-risk students	ACTIVE	All keyworkers assigned
Early Warning Monitoring	14 May 2025	12 near-PA students	ACTIVE	3 returned to regular att.
EBSA Screening	Scheduled Jun 2025	18 flagged students	PLANNED	—
PP Attendance Champion	19 May 2025	312 PP students	ACTIVE	Weekly reviews started
Parent Engagement Meetings	Ongoing	High-risk families	ACTIVE	8 of 15 completed

METRIC	GREENWOOD	NATIONAL	SIMILAR SCHOOLS	QUARTILE
Overall Attendance	91.8%	91.4%	91.7%	2nd (above median)
Persistent Absence	24.1%	21.2%	22.4%	3rd (below median)
Severe Absence	1.8%	1.6%	1.7%	3rd
Unauthorised Rate	4.2%	4.4%	4.5%	2nd (better than avg)
PP Attendance Gap	5.1%	4.2%	4.5%	3rd
SEND Attendance Gap	2.7%	3.1%	2.9%	2nd (better than avg)

*Similar schools: state-funded secondary, 700–1000 pupils, similar FSM %. Based on DfE published statistics 2023/24.*

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# Risk Register

RAG-rated risk assessment with active mitigation plans.

RISK	LIKELIHOOD	IMPACT	RAG	MITIGATION
Year 9 PA rate exceeds 35%	High	High	RED	Targeted Y9 programme active. Fortnightly review.
PP attendance gap widens	Medium	High	RED	PP champion appointed. Financial barriers removed.
FPN referrals increase	Medium	Medium	AMBER	Early engagement with families. Support before enforcement.
EBSA cases unidentified	Medium	High	AMBER	SENCO screening scheduled. EP referral pathway ready.
Post-holiday attendance dip	High	Low	AMBER	Pre-holiday comms plan. First-day response protocol.
Code N backlog grows	Low	Medium	GREEN	Admin process tightened. Weekly Code N review.
Governor scrutiny insufficient	Low	Medium	GREEN	Termly reporting with scrutiny questions provided.

# Statutory Compliance Checklist

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Assessment against DfE statutory requirements for school attendance (Working Together to Improve School Attendance, 2024).

✓ MET

## Daily attendance register maintained

Registers taken twice daily. Electronic system in place.

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✓ MET

## Attendance policy published and reviewed

Policy on school website. Last reviewed September 2024.

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✓ MET

## First-day response for absence

Monday morning protocol now active for all PA-list students.

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⚠ PARTIAL

## All absences followed up within 48 hours

Code N rate of 12.1% suggests some absences not followed up promptly.  
Action: Admin process tightened.

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✓ MET

## Named senior leader responsible for attendance

Deputy Head has strategic oversight. Attendance Officer manages daily operations.

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✓ MET

## Attendance data shared with governing body

Termly reporting in place. Scrutiny questions provided.

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✓ MET

## Support offered before enforcement

Pastoral support, parent meetings, and reduced timetables offered before FPN referral.

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⚠ PARTIAL

## Multi-agency working where needed

EP and social care referral pathways exist but EBSA screening not yet completed for flagged students.

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✓ MET

## Data sharing with local authority

Regular data returns submitted. CME notifications up to date.

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# About This Evidence Pack

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This Ofsted-Ready Evidence Pack is included with The Complete Strategy (£4,500). It provides inspection-ready documentation that demonstrates your school's understanding of attendance patterns, proactive intervention strategies, and governance oversight.

The pack is designed to be used alongside the full Intelligence Report analysis sections, which provide the underlying data and recommendations.

## Contact

**AttendTrack** — Attendance Intelligence for UK Schools

Email: [hello@attendtrack.co.uk](mailto:hello@attendtrack.co.uk)

Web: [attendtrack.co.uk](https://attendtrack.co.uk)

Book a discovery call: [calendly.com/adejames/attendtrack-demo](https://calendly.com/adejames/attendtrack-demo)

This evidence pack was prepared by AttendTrack, a service of Edvance Technologies Ltd (Company No. 11548882). ICO Registration: ZC116413. The documents are intended to support attendance improvement and inspection preparation. The school retains full responsibility for all attendance decisions, safeguarding actions, and regulatory compliance.